



DEPARTMENT OF THE NAVY
COMMANDER NAVAL BEACH GROUP ONE
3600 TARAWA RD
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COMNAVBEACHGRUONEINST 2300.1
N1

COMNAVBEACHGRU ONE INSTRUCTION 2300.1

Subj: INDIVIDUAL AUGMENTATION (IA) OPPORTUNITIES WITHIN NAVAL
BEACH GROUP ONE

Ref: (a) CJCSI 1301.01C
(b) OPNAVINST 1001.24
(c) COMNAVPERSCOM (PERS-4) ACTION MEMO (CHANGE IN
BUSINESS RULES FOR ACTIVE DUTY AUGMENTATION)

Encl: (1) IA Pre-deployment Check-list
(2) COMNAVBEACHGRU ONE IA Check-out list
(3) IA Lessons Learned

1. Purpose. To establish policy and procedural guidance for COMNAVBEACHGRU ONE personnel to support assignment of individuals to meet combatant command Individual Augmentation (IA) requirements supported by Commander, Naval Surface Forces, Pacific (CNSF).

2. Background. Per references (a) and (b), Combatant commands determine and validate billet requirements to support specific National Command Authority (NCA) mission taskings, and subsequently task the Service component commands to provide individuals to meet those requirements. If the Service component does not have sufficient personnel to meet requirements, the shortfalls will be identified to the Service headquarters (Office of the Chief of Naval Operations (CNO) for Navy requirements), which initiates the IA procedures described in reference (b). Per reference (c), the total number of Active Duty Augmentation billets has risen from 637 in October 2004 to 2,695 in October 2005 with projected requirements increasing to 10,000 billets.

3. Policy. Commander, Naval Surface Forces, Pacific will receive a request for IA after validation by OPNAV (N3/N5). The validation requires the augmentation to be resourced from Navy assets following the procedures of reference (b). CNSF will generate an IA Opportunities message to solicit volunteers. If no volunteer is identified, the process to identify a non-volunteer is initiated.

4. Procedures

a. Naval Beach Group ONE personnel that wish to volunteer for an IA assignment must submit a request through the chain of command with final approval from Commander, Amphibious Group THREE. Commanding Officers or delegated authority will forward approved requests via email to the Administrative Officer at CNBG-1. If approved, members will immediately review and take actions per enclosures (1) through (3). The request must include the following information:

- (1) Billet Line Number/Location
- (2) Full Name and SSN
- (3) Phone number/Fax number
- (4) Email address
- (5) Projected Rotation Date (PRD)
- (6) Command point of contact (POC)
- (7) Command POC email/phone number/PLAD

b. IA assignments that have not been filled by volunteers will be assigned by CNSF. CNSF will task ISIC's (COMPHIBGRU THREE) to find a non-volunteer to fill the IA requirement. COMPHIBGRU THREE will disseminate IA billet information through Commander, Naval Beach Group ONE (CNBG-1) to request a Mission Impact Statement (MIS) for the individual rank/rate/rating required for the IA. CNBG-1 will request a MIS on personnel from ACU-1, ACU-5, BMU-1 and ACB-1 that meet the billet requirement.

c. CNBG-1 will review all impact statements received and forward the best qualified service member to COMPHIBGRU THREE as a nominee to fill the IA requirement.

d. COMPHIBGRU THREE will submit the service members information to CNSF as an IA non-volunteer for consideration.

e. CNSF has final determination of who is selected to fill the IA Opportunity and will notify COMPHIBGRU THREE of selection. If a Naval Beach Group ONE individual was selected to fill the IA requirement, the Chain of Command will be immediately notified by CNBG-1.

f. Members notified to fill an IA requirement must immediately review and take actions per enclosures (1) through (3) and schedule an appointment to visit Commander, Naval Beach Group ONE by calling the Chief Staff Officer at (619) 437-3635 or the Admin Officer at (619) 437-5127.

5. Action. Naval Beach Group ONE commands will implement the policy and procedures outlined in this instruction and ensure members of their command, if selected, follow and review the instructions and information provided in enclosures (1) through (3).



J. J. BIRD

Distribution:

COMNAVBEACHGRUONEINST 5216.4 (List I, II, III, IV case b)

PRE-DEPLOYMENT CHECKLIST

This checklist is designed to help you and your family prepare for the possibility that you will be deployed in support of a combatant command Individual Augmentation requirement.

FINANCIAL. Service members are responsible for their household expenses while they are deployed. These expenses could include rent, mortgage payments, car payments, etc.. Before deploying, you should ensure you have made arrangements for these payments to be taken care of either by you or your spouse in your absence.

____ Review your financial arrangements and if necessary, make sure all financial accounts are shared with your spouse.

____ Record financial account numbers and be prepared to bring a copy with you when you deploy.

____ Review your financial needs now and ensure any loans needed are pre-arranged.

____ If deployed when taxes are due, decide when you will be filing them. If they will be filed in your absence, does your spouse have the required legal documents to do so (i.e., Power of Attorney (POA), birth certificates of dependents, etc.)?

____ Ensure direct deposits are correct and, if necessary, your spouse has access to this account. Remember, only the servicemember can make changes to direct deposit accounts even though your spouse has POA.

____ Consider obtaining a calling card while on deployment to defray costs of calls to friends and family.

____ Establish budgets for home and deployment expenses.

ADMINISTRATIVE. As always, there is required administrative paperwork that should be prepared and reviewed prior to deployment.

____ Check the expiration dates of your ID cards and those of your dependents. If cards expire prior to the end of the deployment, you should contact the appropriate personnel office to initiate the paperwork.

____ Verify DEERS enrollment for your family prior to deployment. Verification will ensure family members can receive medical attention while you are deployed.

____ Verify your designated beneficiary on your SGLI and make changes as necessary.

____ Update and make changes to your Page 2. Should an emergency arise, this is the information used to contact your next of kin.

____ Verify the expiration date of your car registration. If it will expire while you are deployed, ensure it is updated prior to your departure. If you have a spouse, ensure she/he has the documentation required to have registration renewed.

____ Ensure vehicle decals are updated through the length of your IA deployment.

____ Ensure vehicle insurance will be paid in your absence. Additionally, some insurance companies offer reduced rates to members who are deployed if their vehicle will not be in use. Contact your agency for details.

____ If applicable, ensure Family Care Plan is current.
(Reference: OPNAVINST 1740.4B)

LEGAL. During your absence from home, events may occur and situations may arise that require immediate attention by someone acting on your behalf. In some instances, spouse or family left behind may be designated to handle such events.

____ Consider giving your spouse, relative, or trusted friend a legal POA to handle affairs in your absence. Be sure to set limitations if necessary and give the POA an expiration date. Contact your Legal/Admin Office for more information.

____ A will is another important document that you should complete prior to deployment. For assistance in updating or changing your will, contact your Legal/Admin Office.

____ Consider a living will for you and your spouse and make sure your spouse, relative, or friend is aware of its contents and location.

____ Place valuable documents in a safe deposit box. Consider making a key available to someone you trust.

PROPERTY. Review your insurance policies. In the event your property is destroyed or damaged while you are deployed, you'll need to know what type of coverage you have in order to replace or repair that property.

- _____ Earthquake Insurance (CA)
- _____ Homeowners Insurance (Fire/Flood)
- _____ Renter's Insurance
- _____ Life insurance (other than SGLI)
- _____ Arrange for monitored home security.
- _____ Update your property inventory.
- _____ Arrange for high-valued items to be stored safely (e.g., in a storage unit or safety deposit box).

MEDICAL/DENTAL

- _____ Make all necessary medical/dental appointments to ensure you remain mission ready.
- _____ Make your living will part of your medical records.
- _____ Make any changes to your TRICARE program option if family members are away from a military installation.

SECURITY CLEARANCE

- _____ If you currently hold a security clearance within the performance of your duties, verify all information to ensure your information remains current.
- _____ If you do not presently hold a security clearance, but have held one in the past, verify all information to ensure your clearance can be reactivated if required by the IA.
- _____ If you do not or cannot hold a security clearance, ensure AIR-7.9 has been notified.

TRAVEL

- _____ Prepare application for government travel card and have it ready for immediate submission.

_____ Travel requirements will be submitted through SATO along with a copy of the orders receive from COMNAVPERSCOM with accounting data.

_____ Once orders are received, ensure a copy of the orders is stamped as original.

COMNAVBEACHGRU ONE
INDIVIDUAL AUGMENT (IA) CHECK OUT SHEET

NAME/RATE:

PARENT COMMAND ASSIGNED:

IA BILLET LINE NUMBER:

NUMBER DAYS:

DETACHMENT DATE:

RETURN DATE:

.....

CHECK OUT SIGNATURE

COMMODORE (CAPT BIRD)

CSO (CDR JOBB) (VOLUNTEER NOT REQ)

CMC (CMDM(SW) HETLAND) (VOLUNTEER NOT REQ)

PHOTO - 4X6 (OSC MELLISH)

ADMIN INFO

- PAGE 2
- SGLI
- EXAM INFO (PRD/EAOS)
- FAMILY RECALL INFO
- COPY OF ORDERS

MEDICAL OFFICER

- RECORD REVIEW
- SHOTS UPDATED
- DENTAL UPDATE
- MEDICALLY CLEARED

RETURN TO CNBG-1 ADMIN UPON COMPLETION FOR RETENTION

Encl (2)

Individual Augmentee (IA) Lessons Learned

Background

As Operation Enduring Freedom and Operation Iraqi Freedom continue, Navy personnel are being ordered to numerous billets in the CENTCOM AOR as Individual Augmentees (IAs). This document tailors and combines several Navy Lessons Learned submissions with the intention of sharing procedural, logistics, and equipment information for Navy personnel ordered to IA billets.

Disclaimer

Users of this information should understand that processes and procedures for Individual Augmentees will continue to evolve over time. The most current information continues to be your orders and the sites listed in the administrative section of this document.

Specific equipment recommendations are the result of feedback from individuals who have been through the IA process and have been in-theater. They are not to be considered as an official endorsement by DoD of any specific product.

Sponsor and Ultimate Duty Station

Establish contact with your TDY gaining command and receive a sponsor assignment prior to departing the US. Sponsors can provide key information such as actual weapon requirements (travel with weapon can be challenging in all respects), tailored gear requirements, and billet and travel specifics. Sailors who have been stranded without gaining command contact information experienced significant delays in getting to their destination. On more than one occasion, personnel have arrived without the gaining command aware that personnel were inbound. To assist gaining commands in tracking inbound personnel, there is now a NAVCENT Augmentation Coordination Element (NACE) office in Iraq (DSN 318-239-9577). The NACE provides Navy Individual Augmentee (IA) billet tracking, pay and personnel support (pay entitlements, Page 2 updates, SGLI, emergency leave and travel assistance, relief processing) in Iraq. They also respond to emergent and recurrent needs of Sailors traveling to, stationed in, or departing Iraq as a temporary duty station. They exist to help with Navy specific questions or issues.

ORDERS

- Make about 40 copies of your orders. Everyone you see will want a copy of them.
- Orders should include the following statements:
 - "Excess baggage is authorized, up to 200 pounds". CRC will issue you three full seabags of in-theater, desert gear. Without the excess baggage authorization, you will be limited to two bags plus a small carry-on. This is strictly enforced.
 - "Authorized to visit additional places as may be necessary;
- Orders will not normally contain the statement "commercial air and commercial lodging authorized".

- If your orders are not to Iraq or Kuwait, (i.e., Qatar, Bahrain, Afghanistan), consider arranging travel through your parent command. CRC will get you to Kuwait. From there, without parent command support, you may only be entitled to Space "A" movement, which equates to potentially long delays in Kuwait

Administration

The following web pages have an abundance of information about CRC and CENTCOM. Ensure that you read all of the checklists.

- <https://www.bliss.army.mil/LocalUnitLinks/326thCRC/default.htm>
- <http://www.cusnc.navy.mil/MNFI/>
- <https://www.infantry.army.mil/CRC/>

Admin/PSD

- Update your page 2.
- Complete an SGLI election form and make three copies, which you will need for the legal portion of the Soldier Readiness Processing (SRP).
- Recommend that you leave copies of your SGLI election with your next-of-kin.
- Pay issues should be settled prior to departure. Commands sending personnel to six-month IA assignments should be aware of travel claim requirements and have a plan to process them as quickly as possible. Ensure that you understand any requirement for incremental travel claims (i.e. every 30 days). Pay issues can be difficult to address once in theater.
- Make sure you have a Common Access Card (CAC) that will be valid for the entire period of your TAD, plus an additional buffer.
- Confirm your security clearance, if ordered to a billet requiring a SECRET or TS/SCI clearance.

Medical/dental

- Take your medical and dental records as well as your shot record, if kept separately. While CRC Benning currently sends records forward with the member, CDC Bliss normally holds medical records on site for the redeployment. Recommend that you consider making copies in the eventuality that you go forward with only a deployment folder.
- Have the medical clinic screen your immunization records. Immunizations should be a priority during the overseas screening process. Have an International (yellow) Immunization Record completed by medical, and confirm that all shots have been annotated prior to leaving medical.. This will save a great deal of time at SRP (Soldier Readiness Processing).
- Receive your smallpox shot before you get to CRC. Two weeks prior is optimal, so that you have no lingering effects when training begins.

- If you take any medications, ensure that you bring the prescription(s) and a 180-day supply.

CONUS Replacement Center (CRC)

The initial stage of the deployment process is conducted at either of two CRCs, located at Fort Benning in Columbus, Georgia and Fort Bliss in El Paso, Texas. Two weeks of training and outfitting occur at the CRC for military personnel. Novices are integrated with repeat deployers, and much information can be obtained via informal links with experienced deployers.

- The CRC web page information directs you to request billeting, however, for Navy personnel, billeting is normally coordinated by PERS. You should have a statement on your orders that verifies that PERS, not you, will make billeting reservations.
- Bring your patience! CRC is a training command. All ranks, from all services, are combined as trainees. O-6s train with E-1s. The CRC staff accomplishes a huge task of getting everyone ready to deploy. Don't fixate on rank structure; just do what you are told to do and show up, on-time, for formation. Only O-6s and E-9s didn't have to stand in formation or march. However, they did complete all of the events.
- During check-in, ensure that you receive all CRC information (i.e. Schedule of Events for the week's events, CRC rules, POC info, etc). This should be in your welcome packet.
- Be prepared for barracks-style living conditions, with shared rooms.
- Transportation at CRC is limited. Transportation for official business is not difficult, but transportation for liberty is limited. There may be a contract shuttle service with limited schedules/services.
- CRC training includes:
 - First Aid
 - NBC (as well as fit testing for your issued gas mask)
 - MEDEVAC
 - Mobility Briefs (Force Protection Level I, Safety, Legal and Law of Armed Conflict, Chaplain, Red Cross)
 - Land Navigation
 - Traffic Control Point Procedures
 - Convoy Operations
 - Marksmanship: Training, referred to as Preliminary Marksman Instruction (PMI), precedes actual range firing. At the firing range, the Army used seven pop-up targets that are randomly exposed for anywhere between 3-5 seconds. It is scored on a 300 point system and you must score a 180 (marksman) to qualify. New Navy Regulations on marksmanship allow this to serve as qualification for the Navy Pistol Marksmanship award. Make sure you keep your score sheet and work with the staff at NACE to get the service record entry completed.

Uniforms

- Purchase your rank and warfare insignia for four sets of Desert Camouflage Uniform (DCU) and a field jacket; rank insignia for helmet cover and soft cover, and insignia for body armor vest. Plan for the expense of having them sewn on in town, which will cost approximately \$2.50 - \$5.00 per uniform. CRC will not sew on rank or warfare badges. (Notes: Army and Navy rank insignia differ in appearance. Navy uniform regulations do not call for rank insignia on the sun hat or "boony.")
- Wear utilities/wash khaki when you go to CRC. Once you receive your issued gear at CRC, you will not wear them again.
- Recommend purchasing a set of DCU before departing for CRC, and have them all ready to go (name, insignia and warfare pin). This avoids a scramble to have a set of issued DCU ready before you go to the pistol range on Day 5.
- Print out and keep a copy of the applicable sections of the Navy Uniform Regulations that address the Camouflage Utility Uniform (Chapter 6, Section 6802).
- The Navy uniform requires the use of the USMC-style 8-point cover; neither the CRCs nor the uniform shops stock that cover. The USAF also uses this cover and you may be able to buy one through their uniform system. If not, try commercial sources. The sun hat is authorized in theater if you do not want the 8-point, but it does not distinguish you as someone other than Army.
- Annotate your blood type on your boots and on your helmet.
- Find your dog-tags, or have new sets made. You will want at least 3 sets - 1 set for wearing around your neck, one tag for each boot and one set of spares. CRC will make 2 sets for you if you do not have them.

Equipment

- You will get issued a full TA-50 (Army language for "all of the equipment needed for the CENTCOM theater"). No exceptions on the "all" part. You will receive everything from tactical equipment to cold weather clothing to CBR equipment to tent poles. You will finish with three seabags full of equipment that you will have to take with you. All of this equipment, plus your own, will weigh about 200 pounds. Carefully consider what you bring to CRC; there are no valets in theater. You may have to buddy up with an Army guy to help you put all the equipment together in the most efficient manner, because this is not taught at CRC.
- You will wear your body armor, helmet, canteens and Load Bearing Equipment (LBE) during training, so you want to make sure it is set-up correctly.
- Issue includes:
 - 3 sea bags
 - 4 sets of DCUs

- o 1 field jacket w/liner
- o 2 pairs of desert boots
- o 1 pair of extreme cold weather boots
- o 1 boony cover, 1 Patrol Cap (not authorized for Navy)
- o 1 JLIST (Joint Service Lightweight Integrated Suit Technology)
- o 1 set of rain gear
- o 1 set of Gortex
- o 1 sleeping bag and pad
- o 1 ALICE (All-purpose Lightweight Individual Carrying Equipment)
- o 1 mosquito net w/poles
- o 1 Kevlar vest w/ballistic plates
- o 1 Kevlar helmet
- o 1 pair of goggles
- o 1 Load Bearing Equipment (LBE)
- o 1 Pistol belt w/holster
- o 2 canteens
- o 3 sets of poly-propylene long underwear
- o 6 brown t-shirts
- o 6 pair socks
- o 2 towels
- o During equipment issue, look for Belleville desert boots; they are more comfortable (less break-in time) and sturdy. No matter what, ENSURE THE BOOTS FIT COMFORTABLY! Once you leave the Central Issue Facility (CIF), you are stuck with them. They will not trade equipment later - no exceptions.
- o Personnel may be issued an M9 (Beretta 9mm pistol) and a cleaning kit, depending on paygrade and billet requirements. If you are issued one, ensure that you know how to clean and care for it.

Personal items to bring

- If you wear glasses, bring 2 or 3 pairs. You'll be issued inserts for your gas mask. If you saved the battle inserts from your Military Chem-Bio Gas Mask (MCU-2P), bring them (the Army only issues those types to their Rangers).
- Checks and a credit card. THERE ARE NO ATMs IN-COUNTRY! If you have a government travel card, bring it.
- Your favorite coffee cup.

- Toiletries: you're at the mercy of whatever the BX sells and how much of it they have. If you need something special, bring it and have plans in place to get more (i.e. care packages).
- Non-white high quality percale sheets for a twin mattress.
- Good lock-blade knife. You don't need a K-Bar, but a good knife is very handy.
- Bring your passport, both official and personal (if you have a personal one).
- Light cotton robe and thick shower shoes. You will be walking through gravel and mud to get to the showers/heads!
- Flashlight. Again, you will go on a minor expedition when you go to the head. There are no street lights.
- Hand sanitizer. The little bottles are great because you can stick one in a cargo pocket. There are sinks to wash your hands after a head call, but the water isn't potable.
- Wet wipes. For the same reason as hand sanitizer, the water is not potable and you will want something with which to clean. (There is bottled water for everything, including brushing your teeth).

Items to consider bringing

- Thorlo brand socks (black or green) - expensive, but very comfortable.
- Underarmor Heat Gear or Loose Gear t-shirts (brown). They do keep you cooler and they do not fade or get stretched out of shape as easily as standard cotton t-shirts.
- Helmet liner (available in BX or Troop Store at CRC).
- Helmet band - name and blood type can be embroidered directly on band.
- Specialized holster - if you are to carry a handgun. Depending on your mission, the military issue holster may not be the best design. Shoulder holsters and low-leg holsters are preferred by most in theater, unless deployed to the field. Most billets filled by USN personnel are not field positions and a shoulder holster works well. You are required to be armed at all times, except while engaged in PT (but it is recommended then, as well), so get something that will be comfortable to wear all-day.
- A Digital camera; recommend an inexpensive one because of the dust.
- A good pair of sunglasses. You only have one set of eyes, take care of them.
- Goggles for sandstorms, with at least one spare clear and dark lens each. (Wiley X goggles is one example)
- Aviator summer gloves are best all-around protection for your hands-2 pair if you can get them.

- Blackhawk "detachable" pistol lanyard.
- Camelback-type water container (to replace issued canteens, which are impractical when traveling in vehicles).
- Reflective belt.

Deploying to theater

- While your flight to the CRC may be commercial air, the CRCs' standard is to use a military rotator flight to the AOR. If you travel to theater from CRC, you are restricted to the base during the 24 hours prior to departure.
- You may be issued an M9 and carrying case at CRC. If you travel via military air, you will wear your weapon on the plane. If you fly commercial air into theater, it will have to be packed inside one of your seabags (marked with a red tag), and noted at check-in. Make sure you get the memo from CRC that authorizes you to carry your weapon on commercial aircraft.
- Attach something that stands out to identify your seabags...all seabags look the same and there will be hundreds of them. Recommend some bright ribbon or tag that will remain attached during handling and can be seen at 200 feet.
- For the flight, if you fly military air, be advised that the passengers normally load all of the bags. There is no ground crew for this function. The same applies for unloading in Kuwait. Once unloaded in Kuwait, you will carry your gear (all 200+ pounds) to a truck and load it. Then, at camp, you will unload it. This process repeats when you get your flight to your final destination. The consistent theme is: "You bring it, You pack it, You haul it".
- Once in Kuwait, you will be put up in a hangar converted to a berthing area. The lights stay on and there are no lockers. If you can't sleep with the noise and lights, bring ear plugs and an eye mask.
- After your arrival in Kuwait, call your sponsor and let them know you are in-theater. Call them again, if you can, when you get assigned on a flight. Make sure your command has you assigned as Space "R" (required) instead of Space "A" (available).
- At your final destination, you may reside in a tent if trailers are not available. Tents are hard-floored with heat and air, usually 10 cots to a tent. No linen is provided (you will be/were issued an air mattress and sleeping bag.) Once in a trailer, expect to be assigned to a 2-man room. It is small, but not as small as living on a ship. The trailers also have heat and air. The heads and showers are in other buildings, so you will have to hike accordingly.